



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
102 MCNAIR DRIVE
FORT MONROE, VIRGINIA 23651-1047

ATBO-C

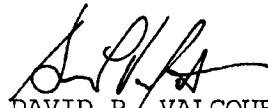
20 MAR 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: TRADOC Mandatory Surplus Placement Program

1. Standing up Centers of Excellence (COE) will affect many of our civilian employees. All TRADOC, BRAC-affected positions will be abolished and reestablished at the new COEs. Although employment is available for relocating employees, some may not wish to move. To assist the latter and retain their skills, TRADOC activities will accept and place surplus employees into vacancies in other TRADOC organizations at the same location under the Mandatory Surplus Placement Program (MSPP) (encl).
2. Registration is voluntary. Employees must be fully qualified for the position and have performance appraisals with successful or valued performer ratings (level 3) or above. Participation is not permitted when there is documentation of performance or conduct placing an employee's qualifications, eligibility, or suitability for placement in question. Your servicing Civilian Personnel Advisory Centers will administer this program.
3. Registration may begin no sooner than completion of the TRADOC Realignment Volunteer Process for affected organizations. School commandants can determine the effective date and may delegate this authority to the lowest practical level. If at any time your managers or supervisors do not want to select an eligible MSPP employee, justification that clearly explains why this employee cannot perform the duties of the position must be submitted to the senior mission commander for approval.

Encl


DAVID P. VALCOURT
Lieutenant General, U.S. Army
Deputy Commanding General/
Chief of Staff

DISTRIBUTION:
(see next page)

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CPACs

**TRADOC Mandatory Surplus Placement Program Policy and Procedures for
Base Realignment and Closure Affected Employees**

1. Purpose. To provide guidance to support surplus TRADOC employees impacted by the Defense Base Realignment and Closure (BRAC) 2005 decision and stand up of the Centers of Excellence (COE).
2. Scope. The TRADOC Mandatory Surplus Placement Program (MSPP) is voluntary for all TRADOC employees whose positions are being abolished due to BRAC. The use of the MSPP is across TRADOC. Placement will be limited to TRADOC vacancies in organizations within the local commuting area.
3. MSPP Process. This program will be administered in conjunction with the DOD Priority Placement Program (PPP) as required. Eligibility for registration in the MSPP will begin no sooner than the completion of the TRADOC Realignment Volunteer Process for each BRAC affected organization. To ensure mission sustainment, the respective school commandant or equivalent level is delegated the authority to determine the registration eligibility effective date(s). This authority may be further delegated to the lowest practical level. All employees who wish to participate in this program must complete a survey (Encl 1) and obtain supervisory certification (Encl 2). The following criteria will be applied during this process.
 - a. Usage. When possible, the mandatory surplus placement process will occur prior to recruitment. This policy will be applied to all current TRADOC vacancies that have not been filled. The only exceptions are:
 - (1) When an official job offer has been extended.
 - (2) A DOD PPP matches unless a PPP exception exists, is obtained, or mandatory placement action occurs.
 - b. All employees who participate in the MSPP will receive mandatory placement for vacant positions, for which they are fully qualified, in TRADOC organizations located on the same installation.
 - c. MSPP Registration - Survey Completion. Registration in the MSPP is voluntary. Eligible employees will be provided an opportunity to register for up to five occupational series/codes at their same grade or equivalent pay level, and if elected, to lower grade(s) or lower pay level(s) by completion of the MSPP

Encl

survey (Encl 1). Employee must register for their current occupational series/code. Once registered, employees may request to be removed from MSPP registration. Once removed, employees may petition the senior mission commander (SMC) for re-registration.

d. Qualification Determinations. Employees must submit a current resume to the servicing Civilian Personnel Advisory Center (CPAC) with the MSPP survey. Employees must be fully qualified for positions, as outlined in the Office of Personnel Management Qualification Standards or Department of Defense Qualification Standards, and meet applicable job-related special requirements or conditions of employment. The CPAC will determine qualifications.

e. Eligibility Requirements. When determining eligibility for placement under TRADOC's MSPP, placement will be denied when the losing organization has written knowledge of performance and/or conduct that directly and negatively affects the employee's qualifications, eligibility, or suitability for placement. Supervisors of employees who wish to register must complete the Supervisory Certification for Satisfactory Performance and Conduct for Registration in TRADOC MSPP (Encl 2).

f. Selection Process. Management must select employees referred under the MSPP. If there is more than one employee referred, management may select any MSPP employee.

g. Justification for NonSelection(s). If management does not select a referred employee, justification requesting nonselection must be approved by the SMC. Justification must clearly outline job-related criteria as to why an employee cannot be selected to perform the duties of the position. When multiple employees are referred, a separate justification is required for each nonselection. If the SMC approves the nonselection, management may proceed with the recruitment/selection process.

h. Placement: Employee election at a lower grade or pay level is voluntary. Employees placed through the MSPP at a lower grade or pay level are not eligible for placement on the repromotion eligible list. Employee's pay will be set based upon the appropriate pay system or pay setting policy in place upon the effective date of the action.

i. Registration Duration: Once registered, employees will remain in the MSPP until acceptance of a formal job offer, declination of a valid job offer, upon placement in another activity, or upon separation. A valid offer is to a position at the grade or equivalent level that an employee elects registration.

4. Release dates will be arranged between the gaining and losing organizations. The losing organization may not hold employees longer than 30 days unless both organizations agree.

5. TRADOC Civilian Human Resources Directorate, G-1/4 will periodically request the CPACs provide a report of nonselections granted by the SMC.

U.S. ARMY TRAINING AND DOCTRINE COMMAND
MANDATORY SURPLUS PLACEMENT PROGRAM SURVEY OF INTEREST

NAME: _____ PHONE: _____

TITLE, SERIES/CODE, GRADE/PAY BAND: _____

ORGANIZATION _____

1. I elect to register in the TRADOC Mandatory Surplus Placement Program (MSPP).

Check all that apply:

- ☐ Positions at my current grade or equivalent pay level.
- ☐ Positions one grade below my current grade or equivalent pay level (within the same pay band).
- ☐ Positions two grades below my current grade or equivalent pay level.
- ☐ Positions one pay band below my current pay band.

2. Based on my experience and/or education as reflected in my resume, in addition to my current occupational series/codes (required), I desire consideration for the occupational series/codes (maximum of five) listed below. I understand that the servicing Civilian Personnel Advisory Center will determine if I am fully qualified.

- a. _____ d. _____
- b. _____ e. _____
- c. _____

3. I understand that if I elect placement consideration at a lower grade or pay band level, if placed, my pay will be set based upon the appropriate pay system rules or pay setting policy effective at the time of placement.

4. I understand registration in the TRADOC MSPP is voluntary and that I may request to be removed from further consideration but will not be eligible to register again.

Employee Signature: _____ Date: _____

Encl 1 to Encl

Office Symbol

Date

MEMORANDUM FOR (Employee's Supervisor)

SUBJECT: Supervisory Certification for Satisfactory Performance and Conduct for Registration in TRADOC Mandatory Surplus Placement Program (MSPP)

1. The following employee has requested registration in the TRADOC MSPP:

Name:
Position Title, Series, Grade:
Organization:
Duty Location:

2. In accordance with the TRADOC MSPP, I have reviewed the above employee's performance and conduct records to determine eligibility. Any problems or limitations with the employee's performance or conduct are listed below:

Performance Issues: (List issues or indicate NONE.)

Conduct Issues: (List issues or indicate NONE.)

Supervisor Name, Title, Signature & Telephone #

Date

3. In accordance with the TRADOC MSPP, I certify that the employee listed in paragraph 1 is performing the duties of his position at least at the level 3 successful or valued performer level, and there are no performance or conduct issues.

Supervisor Name, Title, Signature & Telephone #

Date

4. Please complete the Supervisor's Certification and return to _____ at e-mail: _____

@us.army.mil or FAX to COM _____ or DSN _____.

Encl 2 to Encl